

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)
POLICY DIRECTIVE 10-21
7 JUNE 2011**

Operations

AVAILABILITY OF KEY PERSONNEL

REFERENCE: Supersedes USTRANSCOM Policy Directive 10-21, *Availability of Key Personnel*, 09 Jan 06.

CJCSI 3411.01B, Key Personnel Location Reports to National Military Command Center

A. PURPOSE: Provides for immediate contact from the Joint Chiefs of Staff through the USTRANSCOM Emergency Actions Center (EAC) to the Commander, United States Transportation Command (TCCC) for utilization during national emergencies and contingencies. Establishes procedures to ensure availability of USTRANSCOM key personnel, directors, Command Support Group chiefs, and component commanders to immediately respond to the requirements of TCCC.

B. APPLICABILITY: This directive applies to USTRANCOM Command personnel, directors, Command Support Group (CSG) chiefs, and component commanders assigned to USTRANSCOM. USTRANSCOM key personnel are defined as follows:

1. USTRANSCOM Command personnel:

Commander (TCCC)
Deputy Commander (TCDC)

2. USTRANSCOM Directors and Command Support Group (CSG) Chiefs:

Chief of Staff (TCCS)
Director of Manpower and Personnel (TCJ1)
Director of Intelligence (TCJ2)
Director of Operations and Plans (TCJ3)
Director of Strategy, Policy, Programs, and Logistics (TCJ5/4)
Director of Command, Control, Communications & Computer Systems, and Chief Information Officer (TCJ6)
Director of Program Analysis and Financial Management (TCJ8)
Director of Reserve Component/Commander Joint Transportation Reserve Unit (TCJ9)
Director of Joint Distribution Process Analysis Center (TCAC)
Director of Acquisition (TCAQ)
Chief, Public Affairs (TCPA)

Command Surgeon (TCSG)
Staff Judge Advocate (TCJA)
Liaison Officers (LNO)

3. Component Commanders:

Commander, Military Sealift Command (MSC)
Commander, Military Surface Deployment and Distribution Command (SDDC)
Commander, Air Mobility Command (AMC)

C. POLICIES AND PROCEDURES:

1. The USTRANSCOM EAC Controller must be able to contact component commanders quickly if TCCC so directs or an emergency situation dictates. USTRANSCOM key personnel or their alternates must keep the EAC informed of their location and means of contact at all times. Key personnel will maintain 2-way communication with the USTRANSCOM EAC via cellular phone or any means available. Directors, CSG chiefs, or designated alternates will keep their offices informed of their location. Component commanders at home station need only keep their offices or supporting command and control facility informed of their location. These facilities must be available for contact from the EAC on a 24-hours per day/7-days per week (24/7) basis. They must be able to contact the component commander as directed by the EAC.

2. RESPONSIBILITIES:

2.1. Command Personnel: Command personnel or their alternates will advise the EAC of their location and means of contact at all times. Command personnel will notify (by letter, e-mail, or message) the EAC (USTRANSCOM/TCJ3-OE) as far in advance as possible when they will not be readily available for duty. If Command personnel determine they will not be readily available for duty, they will do the following:

2.1.1. Send notification letter, e-mail, or message to EAC and, as necessary, the applicable USTRANSCOM liaison officer, with goal for delivery no later than 24 hours prior to departure. Include the following information:

2.1.1.1. Grade, name, and position.

2.1.1.2. Reason for absence and inclusive dates.

2.1.1.3. Itinerary. Indicate mode of travel, departure and arrival stations, time, and date. When temporary duty is to a combatant command, forward detailed itinerary (meeting locations, times, POCs, etc.) to the applicable liaison officer. Leave reporting needs only to reflect location, inclusive dates, and estimated date and time of return.

2.1.1.4. Remarks. Include name of designated representative who will be readily available and means of contact.

2.2. USTRANSCOM Directors and CSG Chiefs: USTRANSCOM directors, CSG chiefs, or their designated alternates will make their whereabouts known to their office.

2.3. Component Commanders: Component commanders will be readily available to the EAC (within 15 minute voice contact) or designate alternates to act in their behalf. For short-notice situations, this information can be relayed telephonically or by facsimile machine to the EAC controller. Component commanders will:

2.3.1. Develop procedures for the unit operations center, duty officers, and telephone net operators which will ensure their capability to monitor the location of individual chiefs and contact them immediately. Provide contact procedures to the USTRANSCOM EAC.

2.3.2. Ensure adequate communications equipment is available to facilitate immediate 2-way communication from either mobile or fixed locations.

2.4. EAC: The EAC will track USTRANSCOM Command personnel or their designated alternates' location and routinely validate contact procedures to ensure the capability for expeditious relay of emergency war orders, tasking, and requests for information from higher headquarters through emergency action channels.

2.4.1. The EAC will notify the National Military Command Center who has been designated as the TCCC designated representative.

2.4.2. The EAC will track key personnel location and contact information on the EAC Key Personnel display.

2.4.3. The EAC will track Command personnel while on temporary duty if traveling aboard AMC aircraft through the Fusion Center. When mode of travel is other than by AMC aircraft, the primary source of information for the EAC key personnel display is the itinerary submitted by the traveler. If actual itinerary deviates from scheduled itinerary, the traveler's staff is responsible for notifying the EAC, and ensuring the EAC is notified upon completion of travel.

D. EFFECTIVE DATE AND IMPLEMENTATION: This directive is effective immediately.

MARK D. HARNITCHEK
VADM, U.S. Navy
Deputy Commander

OPR: TCJ3-O